



FY18 MUSEUM PROJECT SUPPORT GRANT

GRANT DEADLINE: JANUARY 27, 2017, 5:00 P.M. | REQUEST RANGE: UP TO \$1,000

The purpose of the Museum Project Support Grant is to help support museums by encouraging the use of best practices in the care and management of collections, fostering the development of quality exhibitions and educational resources, and helping create public access to museums. Applicant must be a [Certified Utah Museum](#)¹.

Examples of previously funded projects include collections care, cataloging, digitization, exhibit planning and fabrication, educational outreach programs, interpretive materials, building improvements that enhance collections care, and temporary staff to carry out the proposed project. Requests for items such as computer hardware or structural building modifications will receive additional scrutiny so applicants should make a convincing case for those projects.

New this year: In order to provide additional support to small museums, these applications will receive a pre-review and comments from a member of the Office of Museum Services board. This is a competitive, panel-reviewed grant. The merit-based review may result in an application receiving no or less than full funding. Museums should have contingency options for projects that do not receive the full amount requested. Funding is not based on previous funding levels. Organizations are not guaranteed funding from one year to the next.

Museum Project Tier III Request: Up to \$1,000

WHO CAN APPLY?

- Museums that have been open to the public for at least one year prior to application
- Applicants that have Certified Utah Museum¹ status with the Utah Division of Arts & Museums
- New museum applicants that have not previously applied for museum funding through UDAM

QUESTIONS ABOUT THE GRANT?

Jennifer Ortiz, Museum Services Manager · jenniferortiz@utah.gov · 801.245.7288

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550

Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541

All applications must be created and submitted online at: uamgrants.utah.gov
by January 27, 2017 at 5:00 p.m. MST

¹ Certified Utah Museums must register with the Utah Division of Arts & Museums every other year, indicating that they are nonprofit, with collections, and open to the public.

All applications are due January 27, 2017. Applications will be pre-reviewed by members of the Office of Museum Services Board, and comments will be provided to applicants. Resubmissions will be allowed following pre-review. Please see below for details (Application Process & Review Process)

WHAT WE FUND

**This list is not comprehensive of all eligible projects, please contact the Museum Services Manager for more information.*

- Digitization of collection Funds are earmarked specifically for digitization projects. If you have a digitization project in mind, please consult with Jennifer Ortiz at jenniferortiz@utah.gov
- Conservation of objects
- Help with collections care/management
- Professional development training for staff/volunteers
- Structural repairs to buildings (see note about capital projects)

WHAT WE DO NOT FUND

- Endowments
- Acquisition of objects for a collection
- Lobbying expenses
- New capital projects (building modifications for collections care purposes or building maintenance projects that directly affect the long term care of your collections are allowed. If you have questions regarding building, please contact the Museum Services Manager.)
- Historical markers, monuments, or plaques
- Deficits
- Hospitality
- Out-of-state travel

Please read the Additional UDAM Grant Policies following the Application Questions for important information.

APPLICATION PROCESS

Applications are due January 27, 2017. These applications will be pre-reviewed by members of the Office of Museums Services Board. Applicants should expect to receive feedback on their grant applications by February 10, 2017. Applicants will then have the opportunity to revise their applications based on the feedback they receive. Applicants are not required to revise their applications. If you choose to revise, you will need to re-submit your application by February 24, 2017 in order to be considered for funding. Submitted applications will be presented to the final review board for a thorough discussion in which funding recommendations will be made. Your application is not guaranteed funding; the review process is competitive and is not based on previous funding or on re-submission.

REQUIRED GRANT MATCH

- All museum grants require a 1:1 match. Grants can be matched with cash funds or a combination of cash funds and in-kind services for a minimum 1:1 match (50% cash + up to 50% in-kind).
 - The matching funds must be directly associated with the project. The cash match can be hard cash and/or salaried employees whose time is directly attributed to the project. In-kind services must also be directly associated with the project. In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as *in-kind services* and should be accounted for at minimum wage except for professional services (such as a consultant or legal services) which can be counted at the professional's going rate.
 - Materials and supplies such as waived rent and utilities should be included as *in-kind goods* estimating the value your museum would otherwise need to pay. The proposed income and expenses should balance.

APPLICATION QUESTIONS

APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to get a portal account. Below is a list of the questions that you will find in the online application.

General Information (not scored)

- Contact information
- County
- Federal tax ID# or EIN
- DUNS number
- What is your museum's mission?
- Upload a screenshot of your museum's event or venue listing on Now Playing Utah
- Year museum first opened and started exhibiting objects to the general public
- Approximate number of visitors annually
- Approximate number of hours open to the public in the last year
- Number of full-time employees
- Number of part-time employees
- Number of volunteers
- Number of seasonal workers

Project Information (100%)

- Describe the project you are planning to do, why you are doing this, and how you will do this. (3,000 characters)
- Tell us how and why this project will benefit your museum. (2,500 characters)
- Please provide a tentative schedule for when the project will start and end.
Remember that this grant is for projects that occur between July 1 and June 30; the funds must be spent on activities that occur during that timeframe.
- Are you working with any consultants on this project? If so, what is their role?
- Please upload a current résumé for the consultant(s) you are using (if applicable).
- Identify two state performance goals that your museum plans to address with these funds.
- Upload a copy of your State Performance Goals Worksheet. Please ensure that the two sections match the sections you have marked in your State Performance Goals Worksheet. (You only need to complete two sections). *(This question is not scored)*
- Upload the completed Museum Project Grant budget form. Make sure you include your in-kind match.

REVIEW PROCESS

All applications will be reviewed by a panel of Utah Division of Arts & Museums staff and will be overseen by a member of the Office of Museum Services Board. Grant awards depend on how the applicant scores in the review process and the amount of funding available. The Office of Museum Services Board reviews and approves all funding recommendations. Following board review, applicants are notified and contracts are sent. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1st.

GRANT TIMELINE

Grant Opens: November 28, 2016

Deadline: January 27, 2017

Pre-Review Feedback: February 10, 2017

Application Re-Submission: February 24, 2017

Panel Review: Spring 2017

Funding Notification: Late Spring 2017

Payment Disbursed: After July 1, 2017

WHAT IF MY MUSEUM RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract, and send the complete contract via postal mail to our office for processing.

As a grantee, you will need to ensure you do the following:

1. Give credit to the Utah Division of Arts & Museums (UDAM). Art museums should also give credit to the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
2. Ensure all grant funds are spent before June 30, 2018.
3. Write a letter of thanks to your legislator(s) and keep a copy to submit with your final report.
4. Grantees are also encouraged to participate in Museum Day at the State Capitol—February 28, 2017.
5. Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - a. Include a copy of your legislative thank-you letter(s).
 - b. Include an updated copy of your budget with actual numbers.
6. Unless otherwise indicated, UDAM may use submitted text and images in reports and publications. Please include photo credit information.

ELIGIBILITY POLICIES

- Legislative Pass-Through/Direct Line-Item Funding:

The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.

- Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UDAM grant funding.
- POPS, iSEE and State Museum Funding are not considered pass-through funding that is a duplication of funding by UDAM grants.
- Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UDAM funding in the same year that they receive legislative pass-through.
- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UDAM competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
- Organizations that receive pass-through funding for capital projects are eligible for UDAM funding.

- Charitable Solicitations Permit. Please make yourself aware of the Charitable Solicitations Permit [requirement](#) and follow this law.
- Organizations may receive a maximum of one Utah Division of Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Organizations may not apply if there are any outstanding financial or reporting obligations due to UDAM for any grant funded by the division.
- All applicants must have a DUNS number. For more information on DUNS and instructions on acquiring a DUNS number, click [HERE](#).
- Organizations must list their events on [Now Playing Utah](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis cost rate not to exceed 10%.
- EDUCATIONAL INSTITUTION ELIGIBILITY
Universities, colleges, and educational institutions are eligible to apply when:
 - All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the proposed programming.
 - Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
 - Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
 - Academic awards, fellowships, or tuition fees for student work are not allowed.

If you have any questions, the UDAM staff is happy to help!

Jennifer Ortiz, Museum Services Manager · jenniferortiz@utah.gov · 801.245.7288

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550

Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541